

Class Code 5604/Nonexempt
Position Title Technician
Working Area Accounting
Effective Date April 18, 2003



JOB DESCRIPTION

Scope

Specialized accounting work in the processing and maintenance of accounting records and related reports.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Conduct pre-audits and post-audits by examining, analyzing, and verifying invoices, vouchers, accounts, records, funds, and account numbers. Prepare purchase requisitions as requested by supervisory personnel. Prepare invoices for payment and maintain pertinent records. Process monthly supply requests from branches. Assist in departmental budget preparation as required. Maintain financial records on funds received and funds disbursed. Post and balance accounting entries. Reconcile financial statements as required. Work with both County information systems and specialized department information systems (Dynix, Class). Perform other duties as assigned or as may be necessary.

Minimum Qualifications

Knowledge and Skills

Considerable ability to maintain accurate accounting records and produce accurate financial reports and statements. Ability to follow oral and written instructions. Ability to organize work and complete assignments with minimal supervision. Ability to operate a personal computer and associated software. Ability to type 35 correct words per minute. Possess and maintain a valid Florida Driver's License.

Education

High School Diploma and three (3) years experience in bookkeeping, or accounting.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties sitting at a desk, table or workstation. Incumbents in this position are exposed to radiant and electrical energy found in an office environment.